STANDARD FORM NO. 64

Approved For Release 2001/08/15 : CIA-RDP78-04718A000500050006-7

Office Memorandum • UNITED STATES GOVERNMENT

TO · Deputy Director (Administration)

DATE: 3 January 1952

FROM : Chief, Office of General Services

SUBJECT: Proposed T/O Increase for 00

25X1A

1. The Chief of the OO has requested the addition of two GS-5 and two GS-7 positions to his T/O in order to provide for the immediate departure to the Far East area of four members.

25X1B

25X1A

2. These positions are necessary in order to prevent the blocking of other Staff positions now occupied by the departing team members.

3. Personnel and the Comptroller have concurred in this addition Your approval is recommended.

W. L. PEEL

